

UW-River Falls Faculty/Academic Staff Handbook

Chapter II: Administrative Organization

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2.1 Introduction

The primary goal of the administration of the University of Wisconsin-River Falls is to assure the harmonious functioning of the institution in order to enable students and faculty to achieve sound educational objectives.

The Chancellor of the University is the chief executive officer. Other major administrative officers are the Provost & Vice Chancellor, the Vice Chancellor for Administration and Finance, the Dean of Students, and the Deans of the Colleges.

It is the responsibility of each of the administrative officers listed below to provide leadership and guidance in meeting the University's commitment to affirmative action and equal opportunities in education and employment.

In meeting the University's commitment to foster an environment of respect for the dignity and worth of all members of the University community, it is the responsibility of each of the following administrative officers to enforce the policy that sexual harassment of students and employees at the University of Wisconsin-River Falls is impermissible and unprofessional conduct which will not be tolerated and which is subject to disciplinary action.

2.2 Chancellor's Office

2.2.1 Chancellor

The Chancellor is the executive head of the faculty and institution and is vested with the responsibility of administering Board of Regents policies under the coordinating direction of the President of the University of Wisconsin System. The Chancellor is accountable to the President and the Board of Regents for the operation and administration of the institution.

In consultation with the faculty and operating within policies established by the Board, the Chancellor is responsible for designing curricula and setting degree requirements; determining academic standards and establishing grading systems; defining and administering institutional standards for faculty peer evaluation; screening candidates for appointment, promotion and tenure; recommending individual merit increases; administering associated auxiliary services; and administering all funds, from whatever source, allocated, generated or intended for use of the institution.

As the chief executive officer, the Chancellor is responsible for keeping the goals and objectives of the institution before the faculty, the students, the alumni, educational circles, and the general public.

Through the Assistant to the Chancellor for Equity and Compliance, the Chancellor is responsible for assuring equal opportunity for all personnel.

Reporting directly to the Chancellor are the Provost & Vice Chancellor, the Vice Chancellor for Administration and Finance, the Assistant to the Chancellor for Equity and Compliance, the Special Assistant to the Chancellor, and the Assistant Chancellor for University Advancement. The Chancellor is also directly responsible for athletic policy. The Chancellor may delegate appropriate duties and responsibilities to the staff and other administrative officers.

2.2.2 Special Assistant to the Chancellor

The Special Assistant to the Chancellor is generally responsible for managing the unclassified personnel information system and summer school, and implementing contractual matters, as well as other duties assigned by the Chancellor.

2.2.3 Assistant Chancellor for University Advancement

The Alumni Director is responsible for: planning, organizing and carrying out all campus and regional alumni activities, including Homecoming and Alumni Weekend; servicing alumni chapters throughout the United States;

publishing the alumni magazine, Falcon Features; and providing alumni services that will benefit alumni and former students and keep them connected to the University.

The Foundation President is responsible for: managing the database of graduates of the University; planning and coordinating all fund raising activities on behalf of the University; receiving and acknowledging all gifts to the University and keeping all donor records; prudently managing and investing all assets of the UW-River Falls Foundation within guidelines set forth by the Foundation Board of Directors; and acting as the liaison between the University of Wisconsin-River Falls Foundation and the University.

2.2.4 Athletic Policy

The Council of Chancellors consists of the chancellors of the member institutions of the conference, constituted for the purpose of discussing and advising on matters of mutual concern. The Council of Chancellors meets on a regular basis with the Commissioner to discuss matters of mutual concern and meets as necessary with the Faculty Athletics Representatives' Council and/or the Athletics Directors' Council to review the athletics program of the conference. The Council of Chancellors has the right to veto or modify any action of the Faculty Athletics Representatives' Council, the Athletics Directors' Council, the Commissioner, the Executive Committee, or their designees.

2.2.5 Assistant to the Chancellor for Equity and Compliance

The Assistant to the Chancellor for Equity and Compliance is appointed by and is responsible to the Chancellor. He or she monitors all policies and practices to ensure equal opportunity and nondiscrimination in educational programs, activities and employment. The Assistant to the Chancellor for Equity and Compliance is responsible for: monitoring the personnel practices of the University including recruitment, hiring, retention and promotion; investigating complaints of discrimination, including sexual harassment; serving as the University's Affirmative Action Officer; serving as the University's Title IX Officer; serving as the University's Coordinator for the Americans With Disabilities Act (ADA); providing advice and guidance to the University community regarding matters related to equitable treatment of all persons; ensuring compliance of all relevant and appropriate policies and procedures related to nondiscrimination and equal opportunity with campus, UW System, state, and federal policies and regulations; annually updating the University's Affirmative Action plan; providing support and training for search and screen committees; and providing advice and guidance to the Chancellor, Provost & Vice Chancellor, Vice Chancellor for Administration and Finance, Deans, department chairs, and other administrators on all matters related to equity and compliance as described above.

2.2.6 Public Affairs

The Director of Public Affairs reports to the Chancellor and is responsible for: providing information about and coverage of University programs, activities, events, and athletic achievements to regional news media; providing a cohesive image of the institution to a variety of publics as part of the University's marketing team; channeling news releases from departments and organizations to avoid duplication, to provide proper timing, to ensure professional quality, and to assure a unified institutional approach in the presentation of information to media; coordinating a sports information program describing accomplishments of student athletes and the athletic program; implementing a comprehensive University program to educate legislators and executive branch decision-makers on institutional priorities to secure legislative and monetary support for educational, outreach, and research activities; providing visual media services to the University community for publicity, administrative, publication or classroom purposes; and serving as the University's first contact point for external individuals or organizations who are seeking information on how to initiate collaborative relations or who are in need of information about programs or services.

2.3 Academic Affairs

2.3.1 Provost & Vice Chancellor for Academic Affairs

The Provost & Vice Chancellor for Academic Affairs is appointed by the Chancellor with the approval of the Board of Regents and serves as the University's chief academic officer. Working directly with the Vice President for

Academic Affairs at UW System, the Deans of the Colleges, and appropriate governance groups, the Provost & Vice Chancellor for Academic Affairs is responsible for planning, developing, coordinating, and reviewing the graduate and undergraduate programs of the University. In addition, the Provost & Vice Chancellor for Academic Affairs is responsible for unclassified personnel issues including appointments, promotion, renewals, tenure and salary increments; budget recommendations including positions and dollar allocations; and representing the University in the Chancellor's absence.

Reporting directly to the Provost & Vice Chancellor for Academic Affairs are the Director of Admissions; the Director of Grants & Research; the Director of International Programs; the Director of the Library; the Director of National Student Exchange; the Registrar; the Director of Faculty and Student Support Programs; the College Deans; and the Dean of Students.

2.3.2 Admissions

The Director of Admissions works closely with the Registrar, the offices comprising Student Affairs, the Business Office, the Financial Assistance Office, and the Deans of the Colleges in recruiting and enrolling prospective students. The Director of Admissions reports to the Provost & Vice Chancellor for Academic Affairs and is responsible for: providing administration and faculty members analyses and studies that can be used as guidelines in formulating student statistical information; interpreting and disseminating information pertinent to Board of Regents and University admissions policies; recommending innovations and procedures to improve the admissions function; preparing reports concerning student admission at UW-River Falls; representing the University as its official admissions spokesperson at designated meetings and on appropriate committees and councils; supervising and coordinating the recruiting efforts; determining, in view of existing state regulations, the residency status of students for tuition purposes and coordinating appeals through committee action at the local or state level; preparing and distributing Admissions Office materials for special pre-registration and registration programs, including information regarding the ACT and System placement tests; processing applications and related forms pertinent to entering freshman, transfer, and international students; evaluating transcripts and supplying annual reports and other information to the Board of Regents and University Chancellor; serving as a welcoming office for visitors to the University, providing them with information, tours, and necessary forms of interest to prospective students; maintaining catalogs from other universities for use in evaluating transfer credits; coordinating visitation programs and recruiting programs; and cooperating with various University offices for disadvantaged students and keeping lists of students entering under these programs.

2.3.3 Graduate Studies

The Director of Graduate Studies is the chief executive officer of the Graduate School and is responsible for: administering all policies and procedures of the Graduate School; maintaining liaison with other University units; working with the Colleges, School and other University units in promoting graduate programs and graduate studies; maintaining records of the Graduate School; administering admission and registration policies and procedures of the Graduate School; administering comprehensive examinations; certifying successful degree completions; preparing necessary publications; serving as Chair of the Graduate Council; and representing the University in all matters relating to graduate programs.

2.3.4 Grants and Research

The Director of Grants and Research reports to the Provost & Vice Chancellor for Academic Affairs and is responsible for: coordinating the writing of institutional grant proposals; assisting faculty and staff as they generate grant proposals; encouraging and assisting faculty in pursuing external funding; coordinating and serving as the clearing house for all campus grant writing activities; maintaining a grant materials resource center; maintaining a current database of faculty research interests and forwarding appropriate grants information to faculty; providing leadership and in-service training for faculty interested in developing grant writing skills; developing and maintaining a campus grants handbook describing grant writing policies, procedures, and guidelines; serving on the Faculty/Academic Staff Development Board; and conferring with the Vice Chancellor for Administration and Finance on budget matters pertaining to grants.

2.2.5 Institutional Research

The Director of Institutional Research reports to the Chancellor and is responsible for: developing, implementing and reporting on University-wide evaluations and assessments of student, faculty and staff curricular and co-curricular experiences; developing, implementing and reporting on evaluations of departmental performance (effectiveness and operational efficiency); developing and marketing institutional research tools and assessments to private, public and non-profit organizations in the University's service region; and developing and maintaining the institutional Fact Book.

2.3.6 International Programs

2.3.7 Library and Textbook Services

The Director of the Library reports to the Provost & Vice Chancellor for Academic Affairs and is responsible for: coordinating all phases of the Library operation, including planning and development of an automated library, all computer operations, collection development, reference and bibliographic instruction, government documents, interlibrary loan, and the Area Research Center; recommending to the Provost & Vice Chancellor for Academic Affairs the Library budget; administration of the Library Budget; representing the Library to campus administration, faculty, academic staff, and students regarding matters of policy; supervising library staff and Textbook Services Manager; recommending staff appointments for the Library to the Provost & Vice Chancellor for Academic Affairs; representing the University at regional, state, and national meetings; and serving on appropriate University committees.

2.3.8 National Student Exchange

2.3.9 Outreach

The Coordinator of University Outreach oversees Summer Session and J-Term as well as outreach activities, including:

- Continuing Education
- Distance Learning
- General Extension
- Pigeon Lake Field Station
- Regional Development Institute
- Senior Outreach Studies
- Survey Research Center
- Title III Programs

2.3.10 Registrar

The Registrar reports to the Provost & Vice Chancellor for Academic Affairs. The responsibilities of the Registrar are to plan, organize, develop, direct, evaluate, and report on the records and registration functions. Academic accounting is assigned to the Office of the Registrar as the central location for records and student statistical information. Other duties include: applying academic rules and regulations; planning and establishing procedures, developing and modifying the procedures to meet changing conditions; coordinating the records and registration functions with instructional and other areas of the University and interpreting programs to personnel in those areas; composing written guidelines and directives for instructional personnel concerning academic regulations and procedures as they apply to student advisement, participation in registration, compiling of grades and other reports; corresponding and conferring with present and former students, advising them with regard to their credentials, eligibility for continuing their progress toward degrees, and other academic requirements; assisting the academic Deans in the evaluation of applicants for graduation. Making final graduation check and certifying student qualifications, enrollment certification, and other enrollment verifications; providing administration and the faculty with analyses and studies of student records to be used as a guide in determining institutional policies; providing necessary information and forms for guiding faculty and students in planning student programs; and supervising completion of the following in accordance with University policy: registering students; maintaining student records; preparing and issuing transcripts; computing and recording academic probation and disqualification standards;

issuing class rosters; processing program changes; determining student eligibility for degrees and credentials; providing academic record service for faculty and staff use and releasing information at the request of the student to qualified individuals; compiling and distributing the academic year class schedule and final exam schedule; mailing semester grade reports; and preparing athletic eligibility reports.

2.3.11 Director of Faculty and Student Academic Support Programs

2.3.12 Academic Responsibilities of the College Deans

The Deans of the College of Agriculture, Food and Environmental Sciences, the College of Arts & Sciences, the College of Education and Professional Studies, and the College of Business and Economics report to the Provost & Vice Chancellor for Academic Affairs. The Deans have general authority delegated by the Chancellor to act on matters of academic concern. As the chief academic officers of their Colleges and School, the Deans are responsible for:

- exerting leadership and giving direction and supervision in matters relating to educational policies, curricula (including general education), instruction, and standards of scholarship in their Colleges; administering and being responsible for programs under their direction; directing and coordinating continuous assessment of these programs and recommending change to the Provost & Vice Chancellor for Academic Affairs; recommending individuals to participate in the extension program;
- providing information on summer session to the Dean of Outreach and Graduate Studies; supervising all student programs in their Colleges and authorizing any variations in or substitutions for requirements; ensuring that students understand and observe all regulations on certification and graduation; approving offerings and teaching loads as well as additions, cancellations, or other changes in the preparation of semester course schedules; authorizing and supervising course test-outs in their Colleges; approving substitutions of other activities during hours assigned for final examinations; acting on requests for extensions of time on "incompletes" in the absence of instructors or department chairs;
- maintaining syllabi for all courses in their Colleges; supporting their staff members in maintaining academic discipline; preparing and submitting their College budgets; recommending staff replacements to the Provost & Vice Chancellor for Academic Affairs; acting on requests for late "drops" or "adds"; and assigning advisors to students within their Colleges based on the recommendations of the respective Department Chair.

2.3.13 Dean of the College of Agriculture, Food and Environmental Sciences

2.3.13.1 Academic Departments

The Dean of the College of Agriculture, Food and Environmental Sciences administers the departments of Agricultural Economics, Agricultural Education, Agricultural Education Technology, Animal and Food Science, and Plant and Earth Science. The interdisciplinary programs in Environmental Sciences is also administered by the Dean of the College of Agriculture, Food and Environmental Sciences.

In addition to academic responsibilities, the Dean of Agriculture, Food and Environmental Sciences oversees Farm Operations and Cooperative Extension.

2.3.13.2 Farm Operations

The Farm Director is responsible for the overall coordination and management of the Laboratory Farms operations and reports to the Dean of the College of Agriculture, Food and Environmental Sciences. This individual also works closely with the faculty and meets periodically with the College Farm Advisory Committee. The Farm Director's duties are: cooperating with the appropriate faculty and staff to provide educational opportunities through University courses and applied research projects which result in maximum utilization of the Laboratory farms; maintaining, analyzing and summarizing farm records and business transactions; processing bills and receipts along with ordering products on an enterprise basis; preparing and

submitting an annual Laboratory Farm report and proposed annual operating budget; making management decisions including major purchases or sales of livestock and crops, land rental, equipment leases, etc.; arranging, coordinating and/or monitoring laboratory activities on the farms; planning and implementing the farm cropping operations; supervising, hiring and directing personnel in the farm labor force after consultation with appropriate farm staff and faculty; maintaining the overall appearance of the University Farms; working with academic departments and College faculty on special events and organizational activities which are conducted on the Laboratory Farms; maintaining a calendar of activities; conducting visitor tours of the farms; and planning and implementing the farm dairy operations and farm horse operations in cooperation with faculty and staff.

2.3.13.3 Cooperative Extension

The Coordinator of Cooperative Extension has a joint faculty appointment in the College of Agriculture, Food and Environmental Sciences and UW-Cooperative Extension. The responsibilities of this position are: working with the Dean of the College of Agriculture, Food and Environmental Sciences on the annual Inter-institutional Agreement with UW-Extension; developing and maintaining the Cooperative Extension budget throughout year in consultation with the Dean; assisting the Dean of the College of Agriculture, Food and Environmental Sciences in developing positions and program priority areas for Cooperative Extension in agriculture; agri-business; youth development; and community, natural resource, and economic development; representing the UW-RF College of Agriculture, Food and Environmental Sciences at District Extension meetings and statewide program planning and Task Force meetings of UW-Cooperative Extension; providing leadership and promoting professional working relationships among extension specialist colleagues on UW-River Falls, UW-Madison, and other campuses; acting as a liaison with county faculty, businesses and organizations, and UW-Extension administrators.

2.3.14 Dean of the College of Arts and Sciences

2.3.14.1 Academic Departments

The Dean of Arts and Sciences administers the departments of Art; Biology; Chemistry; English; Geography and Mapping Sciences; History and Philosophy; Journalism; Mathematics; Modern Languages; Music; Physics; Political Science; Psychology; Sociology, Anthropology and Criminal Justice; and Speech Communication and Theatre Arts. Interdisciplinary programs in Biotechnology, International Studies, and Marketing Communications, and the Ethnic Studies and Women's Studies programs are also administered by the Dean of the College of Arts and Sciences.

2.3.14.2 Gallery 101

In addition to academic responsibilities, the Dean of the College of Arts and Sciences oversees Gallery 101. The chair of the Art Department is responsible for gallery operations; members of the Art Department cooperatively share in the scheduling, publicity, exhibit display, and general operation of Gallery 101.

2.3.15 Dean of the College of Business and Economics

2.3.15.1 Academic Departments

The Dean of the College of Business and Economics administers the departments of Business Administration, Computer Systems & Information Systems, and Economics.

In addition to academic responsibilities, the Dean of the College of Business and Economics oversees the Small Business Development Center, Center for Economic Education, and Center for Economic Research.

2.3.16 Dean of the College of Education and Professional Studies

2.3.16.1 Academic Departments

The Dean of the College of Education and Professional Studies administers the departments of Communicative Disorders, Counseling and School Psychology, Health and Human Performance, and Teacher Education, and the Social Work unit.

In addition to other academic responsibilities, the Dean of Education and Professional Studies oversees C.H.I.L.D. Center Daycare, the Educational Technology Center, the IDE³A Center, the Speech and Hearing Clinic, Student Teaching, the Upward Bound program, Western WI Partnership, and the Athletics Programs.

2.3.16.2 Coordinator of Student Teaching

The Coordinator of Student Teaching is directly responsible to the Dean of the College of Education and Graduate Studies. Duties include the administration of the procedures involved in the admission of candidates to student teaching and the placement and supervision of student teachers and interns in elementary, middle, and secondary education.

2.3.16.3 Director of the Educational Technology Center

The Dean of Outreach and Graduate Studies is the chief executive officer of the Graduate School and is responsible for: administering all policies and procedures of the Graduate School; maintaining liaison with other University units; working with the Colleges and other University units in promoting graduate programs and graduate studies; maintaining records of the Graduate School; administering admission and registration policies and procedures of the Graduate School; administering comprehensive examinations; certifying successful degree completions; preparing necessary publications; serving as Chair of the Graduate Council; and representing the University in all matters relating to graduate programs.

The Director of the Educational Technology Center also serves as the facilitator for the IDE³A Center, housed in the Educational Technology Center.

2.3.16.4 Athletic Director

The Athletic Director reports to the Dean of the College of Education and Graduate Studies and is responsible for: providing overall leadership for a comprehensive program of intercollegiate athletics; assessing and evaluating intercollegiate athletics and planning for their development; representing the University in the Wisconsin Intercollegiate Athletic Conference (WIAC) and the National Collegiate Athletic Association (NCAA); ensuring compliance with NCAA, WIAC, Title IX and University rules and policies; providing commitment to gender equity; reviewing and responding to all NCAA and WIAC communications and inquiries; counseling with the Faculty Athletic Representatives on all matters concerning the WIAC and the NCAA; working with the Athletic Committee to develop objectives and strategies to attain the goals of the athletics program; coordinating the Student-Athlete Advisory Council; developing and monitoring the athletic budget; preparing and submitting an annual budget report to the Budget Officer, the Athletic Committee and the Student Senate; providing leadership to maintain, expand or improve the athletic facilities; coordinating the use of athletic fields and facilities; working with coaches to recommend schedules, administer a code of conduct for coaches and players, supervise and evaluate the work of athletic personnel and plan for staff development; overseeing eligibility rosters for intercollegiate sports; conducting searches to fill vacant positions; recommending the appointment of coaches and staff and the assignment of duties and responsibilities; providing orientation and job training for new coaches and staff; supervising intercollegiate athletic events (e.g., ticket sales, transportation, policing, field preparation, programs), including hiring personnel needed to make the athletic program functional (e.g., the ticket manager); hosting WIAC and NCAA championships; and promoting the intercollegiate athletic program among students, faculty, staff, alumni and the community.

The Associate Athletic Director is directly responsible to the Athletic Director and performs such tasks as are assigned by the Athletic Director.

2.3.17 Associate and Assistant Deans of the Colleges

The Associate and Assistant Deans of each College are directly responsible to the Dean of the College and perform such tasks as are assigned by the Dean.

2.3.18 Department Chairs

The Departmental Chair is responsible to the Dean of the College and shall:

- a. Be responsible for the organization of the and supervision of the courses and instruction offered by the department.
- b. Be responsible, under the direction of the Dean of the College, for the distribution of the teaching load, for the recruitment and induction of new staff members, and for the efficiency of work of the department, including the recommendation for the appointment, professional advancement, or release of department staff.
- c. Be responsible for the allocation, protection, and maintenance of departmental equipment.
- d. In cooperation with the Academic Deans, designate and supervise staff members who will advise students majoring and minoring in the department. If the student is in teacher education, the major and minor advisors will work with the appropriate Chair in the College of Education in planning the student's total program leading to education.
- e. Make budget recommendations for the department to the Dean.

Within these categories, major duties of the Chair involve personnel issues. They include:

- maintaining personnel files for all faculty and academic staff,
- coordination of promotion, retention, and tenure processes,
- coordination of merit and post-tenure review process,
- evaluation of faculty for promotion, retention, tenure,
- supervision of all search & screen procedures,
- emergency hiring,
- supervision of the departmental classified staff,
- resolving conflicts between faculty and staff,
- resolving conflicts between students and teaching staff,
- balancing of administrative workload within the department.

Other major duties may be performed by the Department Chair or transferred to another's oversight. These include:

- scheduling of undergraduate and graduate courses,
- credit evaluations for some transferred courses,
- course substitutions and waivers in the major and minor,
- supervision of the advising of prospective students,

- recommending and managing the departmental budget
- attendance at general meetings called by the dean or provost,
- supervision of the writing of reports for program audits and accreditation,
- responsibility for a departmental presence at freshman summer registration,
- maintaining a minimal office presence during the summer

2.3.19 Dean for Student Development and Campus Diversity

The Dean for Student Development and Campus Diversity reports to the Provost & Vice Chancellor for Academic Affairs. The Dean is responsible for administering and supervising University programs and services vital to students' personal development and success. The University's commitment to students involves all aspects of the educational process. One of the Dean's most important responsibilities is to promote effective liaison relationships that affect all aspects of student life. The Office of the Dean for Student Development and Campus Diversity serves as a clearinghouse for students, parents, and faculty seeking information and assistance related to student concerns. Research vital to assisting and identifying student needs and characteristics also emanates from this office. The Office of the Dean for Student Development and Campus Diversity also has the responsibility for the awards banquets, sexual assault education and statistical reporting, student misconduct, and the student handbook.

Student Development is that part of student life that deals with personalizing and supporting students' adjustment to both academic and non-academic aspects of the University. Staff members in these areas concentrate on promoting concern for students as individuals, for serving their individual needs and interests, and for seeing that the institution is educating them effectively to achieve their academic goals.

2.3.19.1 Academic Success Center

The Director of the Academic Success Center reports to the Dean for Student Development and Campus Diversity and is responsible for: supporting and assuring students' academic success; assuring that responsibility for student learning is a partnership between students, faculty, and staff; providing personal, educational, and career coaching; and providing academic skills assistance (e.g., tutorial assistance, study skills, personal skills maintenance).

Some specific services and responsibilities within the Academic Success Center are:

2.3.19.1.1 Disability Services

The Coordinator of Disability Services reports to the Director of the Academic Success Center and is responsible for establishing the eligibility of and the reasonable accommodations for students whose academic progress would be significantly and adversely affected by documented physical, emotional, or learning disabilities.

2.3.19.1.2 Multicultural Services

The Multicultural Services advisors report to the Director of the Academic Success Center and are responsible for: representing the interests and issues of students of color; helping to educate all students about issues of diversity; and promoting the recruitment, retention, and academic success of African American, Latino, Native American and Asian American students.

2.3.19.1.3 Pre-major Advising

The Coordinator of Pre-major Advising reports to the Director of the Academic Success Center and coordinates the Pre-major advising program and is responsible for: academic advising for students with undeclared majors.

2.3.19.1.4 TRIO Program

The Director of the Academic Success Center directs the Student Support Services (SSS) and Ronald E. McNair Post Baccalaureate Achievement Programs (TRIO programs) and the advising coordinators who are responsible for providing academic support services to qualified students, targeting first-generation, low-income, and disabled students.

2.3.19.1.5 Tutoring

The Coordinator of Tutoring reports to the Director of the Academic Success Center and is responsible for: recruiting and training student tutors as recommended by departmental faculty; responding to student requests for tutoring services; and assessing the effectiveness of tutoring services.

2.3.19.2 Personal and Professional Development Center

2.3.19.2.1 Career Services

The Coordinator of Career Services reports to the Director of the Academic Success Center and is responsible for: helping students make and implement satisfying career decisions; helping students find information on making career decisions, exploring career options, and conducting a job search; and coordinating career workshops and other special programs.

2.3.19.2.2 Counseling Services

Counseling services are provided by counselors working within three areas of the Academic Success Center. One counselor reports to the Coordinator of Student Health, one to the Coordinator of Career Services and one to the Associate Director of the Academic Success Center. Counselors are responsible for: providing individual and group counseling to students; responding to students' mental health crises and emergencies; providing consultation to faculty and staff related to concerns about students; and serving as a resource to students, faculty, and staff.

2.3.19.2.3 Student Health Services

The Coordinator of Student Health Services reports to the Director of the Academic Success Center and is responsible for: providing registered students health services through a contractual agreement with community health service providers.

2.4 Administration And Finance

2.4.1 Vice Chancellor for Administration and Finance

The Vice Chancellor for Administration and Finance is appointed by and responsible to the Chancellor. The primary responsibility of the Vice Chancellor for Administration and Finance is to ensure that University resources, including financial resources, physical facilities, and support services, are used to support the mission of the University. The functions of the Office of the Vice Chancellor for Administration and Finance include: serving as the Chancellor's representative in managing the University's budget and business affairs; working with the Budget Director, the Controller and the Internal Auditor in the development and monitoring of the University budget and the management of all funds administered by the University; working with the Campus Planner and the directors of Facilities Management, Financial Assistance, Information Technology Services, Personnel, Public Safety,

Publications, Purchasing Services & Risk Management and Student Life Operations to provide programs and services for the campus community; and performing other duties as assigned by the Chancellor.

2.4.2 Assistant to the Vice Chancellor for Administration and Finance (Budget and Auxiliary Services)

The Assistant to the Vice Chancellor for Administration and Finance reports to the Vice Chancellor for Administration and Finance and is responsible for: developing and submitting the University's annual budget; developing, monitoring, and preparing the University's program revenue budget, including reserve accumulation planning, coordinating long-range planning, and providing information and guidance to the governing student committees on segregated fees and processes; communicating with System Administration on biennial and annual budgetary issues, analysis and reporting requirements; working with the Director of Student Life Operations in oversight of the Student Services Center; and supervising contract development, administration, negotiation, and review with agencies using campus facilities or providing campus services, or agencies providing their facilities for UW-RF use.

2.4.3 Campus Planner

The Campus Planner reports to the Vice Chancellor for Administration and Finance and is responsible for: coordinating all physical planning and development on campus; providing strategic and long-range facilities planning; supervising environmental compliance for construction projects; space management; capital budget preparation; project programming; and serving as the campus Historic Preservation Officer.

2.4.4 Controller

The Controller reports to the Vice Chancellor for Administration and Finance and is responsible for: providing accounting services and budget control for all funds and financial resources administered by the University; processing payment of invoices and other transactions through the Pre-audit and Accounts Payable process; collecting student fees, Perkins Loan payments, and other cash receipts through the Cashier and the Accounts Receivable offices; and providing financial reporting information to all levels of the University administration, system administration, governmental agencies, and the public sector.

2.4.5 Director of Facilities Management

The Director of Facilities Management reports to the Vice Chancellor for Administration and Finance and is responsible for: operating, maintaining and repairing building mechanical, plumbing, and electrical systems and supervising custodial services; providing building keys for building users; providing building, grounds and parking lot maintenance; coordinating fleet vehicle services; coordinating major construction projects on campus with DFD, contractors, and the campus community; and operating facilities in compliance with state and federal regulations affecting the health, welfare and safety of students and staff including asbestos management, handicapped accessibility requirements, EPA and DNR regulations, and EILHR code requirements.

2.4.6 Director of Financial Assistance

The Director of Financial Assistance reports to the Vice Chancellor for Administration and Finance and is responsible for: providing financial aid programs and services to students; working with administrative and academic offices to provide financial aid awarding, revisions and advising; outreach programming; student budgeting program; scholarship programs; student employment certification; loan programs; emergency assistance; reciprocity; veteran's programs; fee waivers; minority aid programs; state and federal grant programs; special programs such as DVR, BIA, study abroad; academic progress monitoring; verification of student/family financial data; and student consumer information dissemination; maintaining compliance in reporting to federal, state, and institutional departments; and administering institutional audits and fund management.

2.4.7 Director of Information Technology Services/ Chief Information Officer

The Director of Information Technology Services/Chief Information Officer reports to the Vice Chancellor for Administration and Finance and is responsible for: providing computing and networking infrastructure, facilities,

services and support for the entire campus; providing connectivity and access to the Internet for the campus; ensuring the safety and security of all campus computing and networking hardware, services and centrally maintained data; providing Help Desk services for the information technology needs of the campus; supporting desktop computers on campus; providing systems analysis, design and support services for campus information systems; providing centralized instructional computing laboratories for use by students and faculty in support of their academic endeavors; identifying, reviewing, selecting and supporting software applications for use in centralized instructional computing laboratories and academic and administrative computers; providing telephone services to the academic and administrative offices of the campus; providing telephone services to the students in the residence halls; providing emergency telephones, elevator telephones and convenience telephones in appropriate locations for the campus; coordinating mobile communications services (cellular, digital, paging, voice-mail, radio, etc.) for the campus; providing television production and studio support for the creation and distribution of video media for the campus; providing support for the cable television wiring and infrastructure for the main campus; providing electronic repair and wiring services for the campus; and providing media equipment and support for the campus.

2.4.8 Internal Auditor

The Internal Auditor reports to the Vice Chancellor for Administration and Finance and is responsible for: providing independent appraisal activity to conduct reviews of operations and procedures and to report findings and recommendations to management; examining and evaluating the adequacy and effectiveness of UW-RF's system of internal control and quality of performance in carrying out assigned responsibilities; helping operation management achieve their goals in an efficient and effective manner by recommending procedures to improve controls and operational efficiencies; providing assurance to management that necessary financial and management controls are present to safeguard assets from various types of losses, such as those resulting from theft, fire, improper or illegal activities, and exposure to the elements and, as appropriate, verifying the existence of such assets; recommending controls for prevention and detection of fraud, embezzlement, and misappropriation of assets; ascertaining operation management compliance with UW-RF policies and procedures, System policies and government laws and regulations; liaison with System Administration Internal Audit and all external audit authorities, i.e., State Legislative Audit Bureau, Federal Department of Health and Human Services Audit Agency, Federal Department of Education Audit Agency, etc., to attain the above goals; appraising the economy and efficiency with which resources are employed; and reviewing operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out as planned.

2.4.9 Director of Human Resources

The Director of Personnel reports to the Vice Chancellor for Administration and Finance and is responsible for: maintaining employee relations including negotiating local agreements, resolving grievances, and coordinating arbitration cases; coordinating University responses to Personnel Commission complaints and representing the University at all unemployment and worker's compensation hearings; coordinating all recruiting for classified and LTE positions; ensuring University compliance with federal, state and University laws, rules and regulations; preparing classified/unclassified/student payrolls and monitoring fringe benefits and informing classified/unclassified staff; implementing INS rules concerning eligibility to work and verification of appropriate visa status for all UW-River Falls employees; and providing retirement counseling.

2.4.10 Director of Public Safety

The Director of Public Safety reports to the Vice Chancellor for Administration and Finance and is responsible for: administering a diversified protection program for students, faculty, staff, and UW-RF visitors; providing appropriate investigation and emergency medical services; maintaining strong working relationships with external law enforcement agencies and individuals including the local Chief of Police, Sheriff, and District Attorney; providing training and information to the campus community on crime prevention including special emphasis on such topics as theft, date rape, and alcohol and drug abuse; pursuing voluntary compliance with campus rules and regulations and state and federal laws through coordination and cooperative efforts of the entire campus community; coordinating the campus escort service; and supervising environmental health, safety and hazardous substance services, and acting as the campus safety officer.

2.4.11 Director of Publications

The Director of Publications reports to the Vice Chancellor for Administration and Finance and is responsible for: offering services to all campus units for the prepublication planning, design, production and printing of University materials. Specific services are listed in "A Guide to Your Publications," available through the Publications Office; ordering on-campus and off-campus printing including brochures, posters, announcements, books, booklets, newsletters, tabloids, invitations, forms, business cards, and programs. All off-campus printing purchased through a University account must be ordered through this office; publishing all major University catalogs and the weekly faculty and staff newsletter, "This Week"; establishing standards and procedures for campus publications distributed off campus; managing the campus copy center, which provides printing and bindery facilities; managing all copiers on campus; and coordinating institutional records management reporting.

2.4.12 Director of Purchasing Services and Risk Management

The Director of Purchasing Services and Risk Management reports to the Vice Chancellor for Administration and Finance and is responsible for: supervising purchasing services; administering central stores; supervising postal services and mail room operations; supervising capital inventory and campus property control programs; and administering risk management and liability insurance programs.

2.4.13 Executive Director of Student Services and Programs

The Executive Director of Student Services and Programs reports to the Assistant to the Vice Chancellor for Administration and Finance and is responsible for: University Food Service; Residential Life Operations; Student Center; Hunt Arena; Knowles Center; University ID Card Office; Conferences and Events; University Bookstore; Food Vending; Debit Vending; and Residence Hall Communication Network.

The Executive Director of Student Services and Programs is responsible for: recognizing the powerful contributions to student learning and personal development that occur through out-of-class experiences; structuring conditions that nurture and support a sense of connection, caring, and community among students; and developing the talents of students so they might assume control and responsibility of their out-of-class life.

2.5 Chancellor's Advisory Committees

2.5.1 Administrative Council

For purposes of coordinating, planning, and administration, the Chancellor uses the Administrative Council.

The Administrative Council, composed of the Chancellor, the Provost & Vice Chancellor, the Vice Chancellor for Administration and Finance, the Deans of the four Colleges, the Dean of Student Development and Campus Diversity, the Assistant to the Chancellor for Equity and Compliance, the Special Assistant to the Chancellor, the Director of Development and Alumni Relations, the Director of the Library, the Director of Facilities Management, the President of the Student Senate, who serves as liaison to the Student Senate, and the Chair of the Faculty Senate, who serves as liaison with the Faculty Senate, shall: act as a committee to coordinate all aspects of the program of instruction and services of the University; assume responsibility for carrying out University policies; recommend to the faculty proposals dealing with the academic and curricular phases of the University; supervise the issuance of official University publications; and act as a liaison agent for the participation of the University in regional and national studies.

2.5.2 Chancellor's Council

The Chancellor, for purposes of liaison and communication, has established the Chancellor's Council, consisting of the officers of the Faculty Senate, the Administrative Council, Department Chairs, and the Directors of administrative units. Its purposes are to: act as a vehicle of communication between faculty and administration; and discuss plans for the development of the institution.

2.6 Administrative Committees

2.6.1 Audit and Review Committee

The Audit and Review Committee is comprised of the Provost & Vice Chancellor; Deans of the Colleges of Arts and Sciences, Agriculture, Food and Environmental Sciences, and Education and Graduate Studies; Dean of the College of Business and Economics; one faculty member representing the Long-range Planning Committee and five faculty members appointed for three-year terms by the Faculty Senate: one from the College of Agriculture, Food and Environmental Sciences, one from the College of Education and Graduate Studies, two from the College of Arts and Sciences, and one from the School of Business and Economics. Two students serve as appointed by the Student Senate for two-year terms.

2.6.2 Calendar Committee

The Calendar Committee consists of the Registrar (or designee), the Director of Outreach, the Director of Graduate Programs, a student appointed by the Student Senate, a representative of the Provost's Office and five faculty members appointed by the Faculty Senate for three-year terms: one from the College of Agriculture, Food and Environmental Sciences, one from College of Arts and Sciences, one from the College of Business and Economics, one from the College of Education and Professional Studies and one from the Fourth Division.

When constructing the calendar, the committee shall incorporate the following guidelines:

1. The academic calendar shall conform in its entirety to the faculty contract period of 39 contiguous weeks per academic year, including Fall and Spring Semesters.
2. One semester credit consists of approximately 750 minutes of class time plus appropriate work outside of class, not including final exams.
3. Under the balanced calendar framework, both Fall and Spring semesters shall each consist of one week of pre-class advising, 14 weeks of classes, one week of final exams, and one week of grading, for a minimum length of 17 weeks per semester. The two semesters, plus five weeks of interims, Spring Break, and administrative weeks, shall constitute the 39-week academic year.
4. The scheduling of a study day is required between the last day of regular classes and the first day of final exams every semester.
5. The deadline for submission of final course grades to the Registrar's Office shall be not less than five full working days (not including Saturdays, Sundays, and holidays) after the last day of final exams.

2.6.3 Commission on the Status of Women

The purpose of the Commission on the Status of Women is to provide pertinent information, feedback and advice on gender issues to the Chancellor, Provost & Vice Chancellor and other administrators.

Membership: The membership is to provide representation to the broadest areas of interest. These areas are faculty, academic staff, classified staff, students and administration. Faculty representation is appointed by the Faculty Senate and includes: one faculty member from each of the Colleges; and two faculty department chairs. In addition, the Women's Studies Coordinator (or designee) is a faculty representative. Classified staff is appointed by the Employee Development Committee and includes: one staff person with supervisory responsibilities and two at-large classified staff members. Academic staff representation is appointed by the Academic Staff Council and includes: one academic staff member with supervisory responsibilities; one instructional academic staff member, and one at-large academic staff member. There are two student members appointed by the Student Senate. The ex-officio members include the Provost & Vice Chancellor for Academic Affairs or representative) and the Assistant to the Chancellor for Equity and Compliance. The Chair will be appointed from the Commission membership.

Duties: stay aware of gender issues and offer timely advice and suggestions. Good lines of communication will be maintained with the Chancellor, Provost & Vice Chancellor and the campus community.

Exercise a coordinating function for various gender initiatives, e.g., facilitating communication between groups already addressing gender issues. Exercise an oversight function by informing the Chancellor, Provost & Vice Chancellor for Academic Affairs and other administrators about where progress is needed on specific initiatives, including Reach for the Future Action Plans addressing gender issues. Encourage communication from the campus community (i.e., students, staff, faculty, departments and units) to the Commission about gender issues, so concerns can be directed to other appropriate groups or addressed by the Commission itself.

2.6.4 Enrollment Management Committee

The Enrollment Management Committee is comprised of the Provost & Vice Chancellor for Academic Affairs, Vice Chancellor for Administration and Finance, Dean of the College of Agriculture, Food, and Environmental Science, Dean of the College of Arts and Sciences, Dean of the College of Education and Professional Studies, Dean of the College of Business and Economics, Dean of Students, the Chair of the Recruitment, Admissions, and Retention Committee, Director of Admissions, Director of Institutional Research, and faculty representatives from the four Colleges.

The charge of the Committee is to establish enrollment targets and develop implementation plans to achieve the enrollment targets. The Committee will submit a progress report to the Long-range Planning Committee annually.

2.6.5 Faculty/Academic Staff Development Board

Mission Statement

It is the mission of the Faculty/Academic Staff Development Board (FASDB) at UW-RF to directly promote the effectiveness of faculty and academic staff with respect to teaching, professional development, and research. This involves the provision of adequate funding and time to faculty and academic staff to pursue activities related to instructional and organizational development, community, and societal service as well as basic and applied research endeavors. Such activities are intended to have a direct impact on the career satisfaction of faculty/academic staff and in turn, positively affect student learning.

Key issues regarding funding, identifying new resources and maintaining existing ones, selecting and evaluating faculty/academic staff initiated projects and providing ongoing support and mentoring will be within the scope of the FASDB. In this manner the FASDB seeks to identify and coordinate previously separate programs and resources for faculty and academic staff development into a single comprehensive effort. At the same time the FASDB seeks to maintain the variety of opportunities for faculty/academic staff development.

Issues for faculty/academic staff development include the following: Developing innovations in curriculum and instruction; Responding to community and societal needs through increased service activities; Engaging in research activities that contribute to academic disciplines and student learning; Understanding the increased role of technology and its potential impact on instruction and learning. Adapting instructional methods to changing student populations and needs; Conducting research with respect to new paradigms for teaching, and learning; Responding to needs for continued efforts to improve retention of new faculty/academic staff in addition to retention and graduation of students; Understanding the needs for continued development of diversity in our faculty/academic staff and student population; Responding to the need to expand the traditional organization of higher education to include support for school-to-work efforts including cooperative education, internships, and team training; Supporting the pursuit of opportunities for external funding; Supporting travel for faculty and academic staff development.

Administration of the Program

The UW-RF Faculty/Academic Staff Development Program is administered by the Faculty/Staff Development Board (FASDB), which consists of the following: Seven tenured faculty members appointed by the UW-RF Faculty Senate for a term of six years; Two Academic Staff members appointed by the Academic Staff Council, each for a six-year term; The Assistant to the Provost & Vice Chancellor for Academic Affairs and the Director of Grants and

Research (both non-voting); The full Board will elect its chair at the first scheduled meeting. Chair terms will be two years. Chairs may be re-elected for no more than two additional terms of office.

Day-to-day operations of the Board will be conducted by the Operations Committee, consisting of the Assistant to the Provost & Vice Chancellor for Academic Affairs, the chair of the FASDB, and two other Board members. At least two of the four members of the Operations Committee must hold faculty status.

The Board will subdivide itself into five committees: a Teaching Committee, a Research Committee, a Faculty Professional Development Committee (each with at least three faculty members), an Academic Staff Professional Development Committee (with two academic staff members), and a University-wide Initiatives Committee.

Responsibilities of the Board

- Promotes, fosters, and supports faculty and academic staff development on the UW-RF campus;
- Makes decisions regarding the allocation of the Faculty/Academic staff professional development awards and informs Faculty Senate, Academic Staff Council and Provost & Vice Chancellor of those decisions;
- Monitors Faculty/Academic Staff Development Program budgets and administration procedures;
- Drafts changes in Faculty/Academic Staff Development Program policy and gains approval for changes through UW-RF Faculty Senate;

- Organizes Faculty/Academic Staff Development Program evaluation efforts;

- Determines membership and oversees operation of the five standing committees;

- Solicits additional reviewers from the Faculty Senate Executive Committee and the Academic Staff Council to assist in the evaluation of proposals as appropriate;

- Serves as liaison with UW-System Undergraduate Teaching Improvement Council;

- Oversees the UW-RF mentoring program;

Committee Responsibilities

Each of the Board's five committees is responsible for a particular facet of faculty/academic staff development at UW-RF. Within their realms of responsibility they will: Support and encourage development efforts; Pursue additional funding from UW-RF, UW-System, and other sources; Award available funds to faculty and academic staff.

Most funds will be awarded through a competitive grants process. The Board intends that these various awards will be made solely on the basis of the merits of the proposals, not on the departmental or collegiate homes of the proposers.

Teaching Committee

The Teaching Committee supports the efforts of faculty and academic staff to improve their teaching. Proposals may focus on methods or delivery of instruction or acquisition of knowledge related to one's teaching responsibilities.

The Teaching Committee is responsible for: Retraining & Renewal grants (in consultation with Deans); Improvement of Classroom Instruction grants; Recruitment and Retention funds (in consultation with Deans);

UW-RF participation in UW-System Faculty College and Teaching Fellows programs; Regents' Teaching Excellence awards for individuals and departments; UW-RF proposals to the Office of Professional and Instructional Development (OPID) Program; OPID Conference Grants; Mini-technology grants.

Research Committee

The Research Committee supports research projects of faculty and academic staff in all disciplines. It is responsible for: Faculty Research grants; Incentive grants (funds for travel and/or reassigned time to allow faculty/academic staff to write grant proposals).

Faculty Professional Development Committee

The Faculty Professional Development Committee supports activities designed to help faculty advance themselves in their professions. It is responsible for: Sabbatical leaves; Administrative Internships for Women; Faculty Professional Development Grants; End-of-year grants.

Academic Staff Professional Development Committee

The Academic Staff Professional Development Committee supports activities designed to enable individual professional development, improve program quality, and enhance institutional effectiveness. It is responsible for: Academic Staff Professional Development grants.

University-wide Initiatives Committee

The University-wide Initiatives Committee supports faculty and academic staff as they engage in activities which will affect large numbers of UW-RF faculty and staff. It is responsible for: UW-System Institutional Enhancement grants; On-campus faculty development events, e.g., workshops during fall and spring semester administrative days; UW-System Race and Ethnicity grants; UW-RF Foundation grants (in consultation with the foundation).

2.6.6 Institutional Animal Care and Use Committee

The Institutional Animal Care and Use Committee consists of representatives from departments using animals as research subjects, from the laboratory farms, the University's consulting veterinarian, and a member of the community who is not employed by UW-River Falls. The Director of Grants and Research serves ex-officio as secretary. Faculty, staff, or students who are conducting research involving animals must obtain the approval of this Committee before they begin their research. Contact the Director of Grants and Research for research protocol forms.

2.6.7 Institutional Competition Committee

The Institutional Competition Committee is comprised of the Director of Purchasing Services (Chair), representation from faculty, academic staff, students and several community representatives. The Committee is not to exceed nine members.

The Institutional Competition Committee's charge, as established in Board of Regents Policy 89-1, is to examine issues when the institution is involved in new activities which might compete with private sector businesses and to review any on-going activities whose appropriateness has been questioned. Following a review of these issues the Committee will recommend to the Chancellor a course of action to address these concerns.

2.6.8 Institutional Review Board/Human Subjects Committee

The Institutional Review Board/Human Subjects Committee consists of representatives from departments which use human subjects in their research, an ethicist, and a member of the community who is not employed by the University. The Director of Grants and Research serves ex-officio as secretary to the Committee. Any faculty, staff, or students who are conducting any sort of research using human subjects--including in- or out-of-class surveys, observations or experiments--must have their research approved by this Committee. Contact the director of Grants and Research for the appropriate forms and procedures. Most research at UW-River Falls is exempt from review by the complete Committee, but must be reviewed by the secretary of the Committee.

2.6.9 Long-range Planning Committee

The Long-range Planning Committee is comprised of the Chancellor, Provost & Vice Chancellor for Academic Affairs, Vice Chancellor for Administration and Finance, Dean of the College of Agriculture, Food, and Environmental Science, Dean of the College of Arts and Sciences, Dean of the College of Education and Professional Studies, Dean of Student Development and Campus Diversity, Dean of the College of Business and Economics, Chair of Faculty Senate, Faculty Senate representative from the College of Arts and Sciences, Faculty Senate representative from the College of Agriculture, Food, and Environmental Science, Faculty Senate representative from the College of Education and Professional Studies, Faculty Senate representative from the College of Business and Economics, Faculty Senate representative at-large, representative from Academic Staff Council, representative from classified staff, representative from Student Senate (2), Director of the Library, Assistant Chancellor for University Advancement, Director of Information Technology Services, Director of Facilities Management, an alumni representative, and a community representative. The charge to the Committee is: to annually review the status of the University's long-range plan and determine the need for a new 5-year long-range plan or the need to revise the existing 5-year long-range plan by adding or revising strategic goals, objectives, and actions to the existing plan.

When the need is determined, to develop a new 5-year long-range plan for the University based upon: a thorough review of the University's existing mission; a review and evaluation of previously identified and implemented strategic goals, objectives, and actions; a summary analysis of the institution's performance (effectiveness and efficiency) in key academic and support areas, including summaries of student satisfaction, and employee quality of work life; a scan of the institution's external environment including the identification of key demographic factors and trends in the institution's service region and beyond that have implications for institutional success; a review of current and future trends in higher education in Wisconsin, our service region, the nation, and the world; a review of recent mandates, directives, or new policies from the UW Board of Regents and/or the UW System administration that impact the University; an analysis of the institution's existing resource base and projections for the future; a combined (SWOT) analysis of the institution's strengths and weaknesses with special attention given the opportunities and threats that lie ahead for the University given information from the environmental scan, resource analysis, review of educational trends, and the profile of institutional effectiveness.

The new 5-year long-range plan should include: a list of recommended strategic goals, objectives, and actions designed to enhance institutional effectiveness and success into the future; suggested revisions in the University mission, vision, or values statements.

When the need is determined, to revise the existing long-range plan based upon: a review and evaluation of previously identified and implemented strategic planning actions, goals, and objectives; a summary of key changes in the University's external environment; a summary of institutional effectiveness and accountability indicators.

Revisions in the existing, long-range plan should include: revisions to previously recommended strategic goals, objectives, or actions; addition of newly identified strategic goals, objectives, and actions to the existing long-range plan.

The Committee is to recommend to the Chancellor either a newly developed 5-year long-range plan or revisions to the existing 5-year long-range plan based upon the Committee's analysis and subsequent decisions.

2.6.10 Re-classification Committee

The Re-classification Committee's purpose is to review all requests for re-classification from 'classified' to 'academic staff' or from 'academic staff' to 'classified'. After the review, the Committee will submit its recommendation regarding the request to the Provost & Vice Chancellor for Academic Affairs. The Committee is comprised of the Special Assistant to the Chancellor who will act as the Committee's Chair; the Chairs of the Faculty Senate, the Faculty Welfare and Personnel Policies Committee and the Academic Staff Council; the Director of Personnel; and the Assistant to the Chancellor for Equity and Compliance.

2.6.11 Space Management and Facilities Planning Committee

The Space Management and Facilities Planning Committee is comprised of the Vice Chancellor for Administration and Finance (Chair); Provost & Vice Chancellor; Dean of the College of Arts and Sciences; Dean of the College of Education and Graduate Studies; Dean of the College of Agriculture, Food and Environmental Sciences; Dean of the College of Business and Economics; Budget Director (or designee) representing Student Life Facilities; Campus Planner; and Director of Facilities Management.

Physical space on campus is a resource provided by the State of Wisconsin and the Board of Regents to accommodate a clearly defined and justified mission of this University. As a resource representing a major investment of tax dollars and supplemental funds, available space must be effectively utilized. Thus the provision and maintenance of the necessary physical space requires long-term planning, periodic review and analysis, and a continual, organized, and operational space management function.

Inter-related with the function of Space Management is the determination of physical space needs. Once such needs are determined and documented, they provide a basis for the evolution of the Campus Development Plan, Space Use Plan, Six-Year Plans, improvement projects, or the assessment of proposed improvements, including minor renovations, conversions, remodeling, or construction of new facilities. The scope of the facility development activity dictates the need for a systematic approach with input from all involved parties.

To meet the demands of prudent space management, a Space Management Committee has been created with the following assigned duties:

- Periodically during the course of an academic year, the Committee will meet to discuss space requests and space management issues that have long-range implications or that may require improvement projects.
- Annually, the Committee will review instructional facility utilization and recommend corrective actions to the Chancellor accordingly. These actions will be incorporated in the next year's course scheduling.
- Bi-annually, the Committee will play a critical role in helping determine the University's priorities for space use and building projects. Members will provide to the whole Committee, through the Chair, a list of planning issues that have space implications for their respective units. The Committee will discuss and review space planning and infrastructure issues and develops a prioritized list of issues for consideration by the Chancellor. Subsequent to the issues list submittal to UW-System Administration, the Committee will work with UW System and/or Division of Facilities Development staff in evaluating space planning issues, defining alternative issue solutions, and helping to select appropriate solutions in the form of physical improvement projects.

The Committee will review all campus space plans and development plans and submit review comments back to the Campus Planner. Revised Plans will be forwarded to the Chancellor for consideration and approval.

2.6.12 University Budget Committee

The University Budget Committee is comprised of five faculty (appointed by the Faculty Senate), one from each division; an academic staff representative (appointed by the Academic Staff Council); the Provost & Vice Chancellor for Academic Affairs; the Vice Chancellor for Administration and Finance; and one student (appointed by Student Senate). The Vice Chancellor for Administration and Finance will serve as the chair of the Budget Committee. The Budget Officer will act as a support position to the Committee as an ex-officio appointment.

Term of Office: Three years for faculty, approximately one-third to be appointed each year; two years for academic staff; one year for students.

Duties

- To serve as an advisory body to the Chancellor on budget-related matters, including the University biennial budget and the annual operating budget.
- To review current budget allocations and make recommendations relative to overall financial goals and objectives.

- To review current budget policies and make recommendations relative to changes and improvements.
- To serve as the advisory body to consult with the Chancellor concerning fiscal emergency as detailed in local implementation of UWS 5.04.

Reports: Minutes of the meetings will be distributed to the Faculty Senate, the Academic Staff Committee, and the Administrative Council.

2.6.13 University Committee on Lesbian, Gay, and Bisexual Concerns

The purpose of the University Committee on Lesbian, Gay, and Bisexual Concerns is to work, through education and advocacy, for the recognition, equality and inclusion of lesbian, gay and bisexual persons in all areas of the UW-River Falls community.

Membership: At least 15 but not more than 25 members including students, faculty, academic staff and classified staff. The Dean of Students, the Assistant Chancellor for Equity and Compliance and a staff member from the Leadership Center are ex officio members. The Committee will choose a chair.

Term of Office: Three year terms and one-third of the membership being selected each year.

Goals: To promote the curricular and extracurricular education of the UW-River Falls community with regard to the history, experience, and culture of lesbian, gay and bisexual persons; To promote a higher quality of life for lesbian, gay, and bisexual university employees and students; to promote the development of policies that will provide for fair and equitable treatment of lesbian, gay, and bisexual employees and students.

Duties:

- Sub-Committee on Faculty/Staff Issues - addresses concerns for all University employees, specifically, working with other groups to establish and maintain a safe and supportive environment on campus for LGB persons and their friends, advocating for policies and procedures affording equal protection and rights to LGB persons, and to other issues as the needs arise.
- Sub-Committee on Curriculum Issues - promotes curriculum development concerning issues related to lesbian, gay, and bisexual persons.
- Sub-Committee on Student Issues - addresses concerns for all University students, specifically, promoting extra-curricular programming concerning issues related to lesbian, gay and bisexual person, and working with other groups to maintain a safe and supportive environment for LGB students and their friends.